

FRENCH LANGUAGE SERVICES (FLS) COORDINATORS PROVINCIAL NETWORK

Terms of Reference

Background:

The FLS landscape has changed significantly in the past few years. Some of the key elements include the creation of six French Language Health Planning Entities, the reorganization of the Office of French Language Services at the Ministry of Health and Long-Term Care in consideration of the stewardship environment under which both the Ministry and the LHINs operate and the establishment of FLS Coordinators in all 14 LHINs.

In order to ensure a consistent provincial approach to the strategic development and implementation of FLS internally within the LHINs and externally within the healthcare system, there is a need for activities to be coordinated amongst the LHINs. It is understood that although many activities will have common elements across all LHINs, there will be other activities of a more local nature for which each LHIN will be responsible.

The need to work together towards a coherent provincial approach in the area of FLS is in alignment with the overarching goals of creating a culture of collaboration, improved use of human resources and insuring better consistency.

Mandate and Objectives:

The Network will work collaboratively to develop and implement consistent provincial approaches to strategic French language services priorities, always applying best practices.

The Network will also act as a liaison on matters impacting the development and implementation of FLS across the province.

The role of the Network does not supersede the responsibility of individual LHIN FLS Coordinators regarding the development and implementation of FLS at the local level.

Responsibilities:

1. Provide strategic advice on health system planning.
2. Assist in the implementation and evaluation of strategies designed to improve health service delivery.
3. Champion LHIN initiatives at the system and local levels.
4. Support and promote knowledge transfer within LHINs.
5. Serve as a coordinating body when a provincial response or dialogue is required.
6. Assign tasks arising out of the need for a provincial strategy.
7. Develop and maintain a shared LHINs work plan that is reviewed and approved annually by the LHIN CEO FLS Leads. Regular progress reports to be provided through the LHIN CEO FLS Leads.
8. Develop and establish policies, processes and tools, as required.
9. Liaise with the French Language Health Planning Entities Executive Directors' Network.
10. Liaise with the MOHLTC Provincial Office of French Language Services.
11. Evaluate the effectiveness of the Group on an annual basis and implement required changes, as necessary.

Membership:

- All LHINs FLS Coordinators.
- The use of an alternate is permissible as long as that person is able to speak French and is able to talk on FLS matters.
- Guests and observers (i.e. LHIN staff, students, etc.) will be allowed, as agreed to by the Chair.

Selection of Chair and Vice-Chair:

- The Chair and Vice-Chair will be selected by the members of the Network.
- The term of the Chair and Vice-chair will be for two (2) years.
- The Vice-Chair will transition to the position of Chair, and members will select the new Vice-Chair. This approach allows for continuous leadership of the Network.
- The current term shall be from January 1st, 2015 to December 31st, 2016. Future terms will follow the two-year pattern.
- The selection process of the new vice-chair will be as follow:
 - The Chair will call for nominations during the first week of December.
 - The Chair will initiate voting by way of an anonymous survey in the second week of December.
 - The Chair will announce the results of the vote at the December meeting or in absence of a meeting, through email by December 31st.

Role and Responsibility of the Chair:

The Chair shall:

- Facilitate the development and work towards the fulfillment of annual work plan.

- Encourage active participation of all members.
- Work with the vice-chair in preparing meetings, developing agendas, etc.
- Provide **biyearly** progress reports to the LHIN CEO FLS Leads.
- Maintain regular communication with the LHIN CEO FLS Leads.
- Facilitate annually the evaluation of the Network's effectiveness.

Role and Responsibility of the Vice-Chair:

- Perform all the duties of the chair in the chair's absence.

Role and Responsibility of the LHIN CEO FLS Leads:

- Act a liaison between the LHIN CEOs Council and the Network.
- Provide guidance to the Network.

Accountability:

- To the LHIN CEO Council through the assigned LHIN CEO FLS Leads.

Evaluation:

The FLS Coordinators shall annually evaluate the effectiveness of the Network in meeting its major objectives and designated responsibilities. An evaluation template will be proposed by the chair and/or the vice-chair. The evaluation will be anonymous.

Meetings:

- Meetings will be held monthly or at the call of the chair.
- A minimum of one meeting per year will be held in person.
- Meeting notes will be taken on a rotating basis by each LHIN FLS Coordinator.
- Members will be asked to actively participate in sub-work groups, as defined per the annual work plan.

Date of Revision:

December 10, 2015